DEPARTMENTS OF THE ARMY AND THE AIR FORCE
NATIONAL GUARD BUREAU
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ARLINGTON, VA 22202-3231

NGB-DTTP

10 December 2003

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Procedures for Disposition of Excess DTTP Equipment

1. As DTTP equipment becomes excess to requirements because of equipment upgrades, inactivation of classrooms, no further use for certain equipment (e.g., elimination of requirement for Integrated Information System (IIS) servers), failure of equipment, etc., it must be disposed of in some way.

2. There are four basic ways to dispose of equipment excess to requirements. They are redistribution to satisfy other requirements, donation to civilian schools, cannibalization at state level, and transfer to the Defense Reutilization and Marketing Service (DRMS). **These procedures only address redistribution of National Guard excess IT equipment.**

3. When equipment becomes excess, for whatever reason, it must be reported as excess by the hand receipt holder, or other responsible individual, to the appropriate Property Book Officer (PBO) or other accountable individual. The excess equipment is then reported to the United States Property and Fiscal Officer (USPFO).

4. The USPFO has the authority to redistribute equipment to satisfy valid documented requirements within his/her state. This includes requirements in Modified Table of Organization and Equipment (MTOE) units, Tables of Distribution and Allowance (TDA) units, Common Table of Common Allowances (CTA) and for Government Furnished Equipment (GFE) in Cooperative Agreements (CA).

   a. If a valid requirement exists in a MTOE or TDA unit, but is not documented, action must be taken to properly document it. Procedures for accomplishing this, for Information Technology (IT) equipment, are as follows.

      (1) IT equipment will be applied to the Director of Information Management (DOIM/DCSIM) paragraph of the State Area Command (STARC) Table of Distribution and Allowance (TDA).

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(2) The state USPFO must prepare a memorandum of justification, with input from the DOIM/DCSIM, stating that the requested equipment meets existing, modified or future architecture in addition to identifying the appropriate initiative. If the request does not meet existing architecture or initiatives, a separate letter of clarification must be forwarded for approval in conjunction with the request. The request must include a completed DA Form 4610-R (Equipment Changes in MTOE/TDA) to identify the TDA, Unit Identification Code (UIC) and paragraph number. If NGB Non Standard Line Item Numbers (NSLINs) are used, a complete, clear, and concise physical description of the equipment must be forwarded along with the DA Form 4610-R. The entire package must be forwarded to NGB-AIS. NGB-AIS will request assignment of NSLINs by NGB-ARL. After assignment of NSLINs, by NGB-ARL, the DA Forms 4610-R must be sent to NGB-ARF for action.

b. If a valid requirement exists in a CA (Telecommunications or Distance Learning Project) the excess equipment may be transferred to the CA, as Government Furnished Equipment (GFE), in accordance with NGR 5-1/ANGI 63-101.

5. If there is no valid requirement within the state, the USPFO must report the excess IT equipment to NGB-AIS for disposition instructions.

6. NGB-AIS will survey the Army National Guard for valid requirements and issue disposition instructions to the USPFO.

7. If no valid requirement exists in the Army National Guard, the excess equipment will be reported to the Defense Information Systems Agency for disposition instructions.

8. DISA approval is required to donate IT equipment to civilian schools, to cannibalize IT equipment for parts, or to transfer IT equipment to the DRMS.

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KATHY D. PRITCHETT
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